

**Report to
Rapport au:**

**Built Heritage Sub-Committee
Sous-comité du patrimoine bâti
11 February 2019 / 11 février 2019**

**Planning Committee
Comité de l'urbanisme
14 February 2019 / 14 février 2019**

**and Council
et au Conseil
27 February 2019 / 27 février 2019**

**Submitted on 11 Feb 2019
Soumis le le 11 févr. 2019**

**Submitted by
Soumis par:**

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Ward: City Wide / à l'échelle de la ville

File Number: ACS2019-CCS-GEN-0012

SUBJECT: Built Heritage Sub-Committee Terms of Reference

OBJET: Mandat du Sous-comité du patrimoine bâti

REPORT RECOMMENDATIONS

That the Built Heritage Sub-Committee recommend that Planning Committee recommend that Council approve the Built Heritage Sub-Committee’s Terms of Reference, as outlined in this report and attached as Document 1.

RECOMMANDATIONS DU RAPPORT

Que le Sous-comité du patrimoine bâti recommande au Comité de l’urbanisme de recommander à son tour au Conseil d’approuver le mandat du Sous-comité comité du patrimoine bâti, tel qu’il est énoncé dans le présent rapport et dans le document 1 ci-joint.

BACKGROUND

At its meeting of December 5, 2018, Ottawa City Council considered a report titled *2018-2022 Council Governance Review (ACS2018-CCS-GEN-0028)*. In approving this report, Council approved “That the revised Terms of Reference for Standing Committees, Sub-Committees and the Transit Commission be submitted in draft form to the respective Committees/Commission at their first meeting in 2019 for consideration and recommendation to Council for approval.”

Accordingly, this report is presented to the Built Heritage Sub-Committee (BHSC) for its consideration and recommendation to Planning Committee and Council.

With respect to Terms of Reference changes specific to BHSC, the *2018-2022 Council Governance Review* report recommended that the following positions be added to the membership of the BHSC:

- One additional citizen member, who resides in a Heritage Conservation District
- One additional Member of Council

The *2018-2022 Council Governance Review* report further recommended that the BHSC be provided with the ability to make recommendations directly to Council regarding *Ontario Heritage Act* reports approved by the Sub-Committee that do not include an accompanying Zoning By-law or Official Plan amendment. This means that the BHSC now has the authority to recommend the following matters directly to Council:

- Approval of additions to the Heritage Register

- Approval for alteration, demolition, or new construction for buildings designated under Part IV or V of the *Ontario Heritage Act* where there are no associated Zoning By-law or Official Plan amendments
- Approval of a staff recommendation for Part IV designations where there are no associated *Planning Act* applications
- Approval of a staff recommendation for the creation of new Heritage Conservation Districts

DISCUSSION

The Terms of Reference have been revised by the Clerk's Office to incorporate the above changes approved by Council. The draft revised Terms of Reference for the BHSC are attached at **Document 1**, with proposed changes underlined for ease of reference.

RURAL IMPLICATIONS

There are no specific rural implications associated with this report.

CONSULTATION

As part of the preparation for the 2018-2022 Council Governance Review report, the City Clerk and Solicitor consulted with:

- Elected representatives.
- Citizen members of the Transit Commission.
- Chairs and Vice-Chairs of Advisory Committees.
- The Extended Senior Leadership Team.
- Staff in the City Clerk's Branch, Legal Services and the City Manager's Office who work most closely with the legislative process.

The public was notified of this report through the meeting advertisement in community newspapers and on Ottawa.ca, and the publication of the agenda. Public delegations may be received by the Committee.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a city-wide report.

ADVISORY COMMITTEE(S) COMMENTS

There are no associated Advisory Committee comments.

LEGAL IMPLICATIONS

There is no legal impediment to the adoption of the recommendation in this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

ASSET MANAGEMENT IMPLICATIONS

There are no accessibility impacts associated with this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications.

ACCESSIBILITY IMPACTS

No accessibility impacts associated with this report.

TERM OF COUNCIL PRIORITIES

This report supports the Term of Council Priority related to Governance, Planning and Decision Making.

SUPPORTING DOCUMENTATION

Document 1 – Draft Built Heritage Sub-Committee Terms of Reference, proposed changes underlined for ease of reference.

DISPOSITION

Upon approval of the report by Council, the Terms of Reference will become the mandate and governing authority for the Built Heritage Sub-Committee, the Office of the City Clerk and Solicitor will implement.

Document 1

Built Heritage Sub-Committee

Terms of Reference

MANDATE

The mandate of the Built Heritage Sub-Committee is to advise and assist Council on matters relating to Parts IV and V of the *Ontario Heritage Act*, and such other heritage matters as Council may specify by by-law or as specified in the City's Official Plan.

RESPONSIBILITIES

The Committee shall meet monthly to review applications under the *Ontario Heritage Act*. The Committee shall also have:

- a) The authority to recommend to Council, through the appropriate Standing Committee, opportunities to issue notice of intent to designate heritage properties;
- b) The ability to be consulted by staff and/or have matters referred to it by other Standing Committees relative to the built heritage portfolio; **and,**
- c) The ability to comment on *Zoning By-law* amendments and Official Plan amendments that involve designated heritage buildings.

COMPOSITION

The Built Heritage Sub-Committee shall be organized as follows:

- **Five (5)** Members of Council including at least:
 - o One (1) member of the Planning Committee;
 - o One (1) member of the Agriculture and Rural Affairs Committee; **and,**
 - o One (1) member of Council whose ward encompasses a Heritage Conservation District; **and,**
- **Four (4)** citizen members, with appropriate experience, appointed by Council **with at least one of the citizen members that resides within a Heritage Conservation District**

The Mayor is an *ex-officio* member of the Sub-Committee.

REPORTING RELATIONSHIP

The Built Heritage Sub-Committee has the authority to recommend the following matters directly to Council, without consideration by the Planning Committee or Agriculture and Rural Affairs Committee (ARAC):

- **Approval of additions to the Heritage Register;**
- **Approval for alteration, demolition, or new construction for buildings designated under Part IV or V of the *Ontario Heritage Act* where there are no associated *Zoning By-law* or *Official Plan* amendments;**
- **Approval of a staff recommendation for Part IV designations where there are no associated *Planning Act* applications; and**
- **Approval of a staff recommendation for the creation of new Heritage Conservation Districts).**

For all other matters, the Built Heritage Sub-Committee shall report through the Planning Committee **or ARAC** to City Council; however, it may also report to another Standing Committee where appropriate, depending on the issue.